

PERFORMANCE MEASUREMENT COUNTIES

Advisory Meeting

January 10, 2001

Sacramento County Social Services

2007 19th Street, Conference Room

Sacramento, California

SUMMARY

1. Welcome-Joeana Carpenter welcomed all the PMC supervisors and county technical staff that were in attendance. With the start of the new year, Joeana said that in reviewing our activities of the last year everyone could be proud with all the gains that were accomplished. Our partnership with the PMC counties is great. The quality of the case data improved tremendously in 2000. Publications were released on time for use by everyone from the Governor's office to Corrective Action units at the county level. Participation by county supervisors at the PMC meeting increased to include all the counties and as a part of this participation state/county workgroups developed several major projects in 2000. Overall, the participation and work of the PMC supervisors, Taskforce staff and Data Builders contributed to a very successful year and helps set the stage for another important year in 2001. Joeana also thanked Gerry Greer for securing the meeting room. Joeana introduced Gayle Pitt as the newest member of SMU.
2. Agenda Review-Joeana Carpenter reviewed the agenda items and asked for additional items. Evalyn Epps asked to be placed on the agenda after the summary review portion of the meeting.
3. Summary Review-Joeana Carpenter handed out the summary for the November meeting. Hector noted that the summary had been produced late because he had lost his notes and had had to reconstruct the summary.
4. Surprise awards-Evalyn Epps representing the PMC supervisors provided award certificates to state staff in recognition of their assistance in getting Q5I implemented. State staff thanked the PMC supervisors for the award recognizing all the efforts of the past year.
5. Q5I Update and Reports-

Certification Status-Hector reviewed the status of the certification process with all the counties.

Beta Testing update-Richard discussed the results his staff was having with the Q5I beta testing. He asked counties to volunteer their observations and experiences. Judy Baca and Evalyn Epps discussed the success their staff had had in using the application. Other counties that had been testing also commented on their progress.

Conversion process: Q5 to Q5I-Richard Trujillo discussed that when the rollout of the application takes place Q5 files must be converted to Q5I files. His staff was in the process of developing a rollout and conversion schedule that will be shared with all the counties. He then turned the presentation over to Data Builders for a formal presentation on the conversion process. Questions and answers were discussed.

Q5r discussion-Jay and Richard Wilmer provided a demonstration of the process that would be used for reports in the interim period under Q5i. Data Builders had programmed a "bridge" from Q5I to Q5 that will allow the counties to take Q5I data and use the Q5 reports section to perform reports. Shortly after rollout, the report feature will be activated in Q5i.

PCAnywhere meeting update-Hector updated his findings on which counties were still not using PCAnywhere. He reviewed the results of the conference call he had conducted the day before

with some of the county technical staff in counties that were not allowing the use of this software. He reminded the PMC supervisors that without this software it will become impossible for SMU to provide QSI support when telephone help cannot resolve the problem.

6. Data Validation update-Hector Hernandez reported on the results of FY2000 data reconciliation. He indicated that Peggy Usrey was unable to attend but will be attending future meetings to provide feedback on her findings. She will begin returning cases that need further clarification for county completion.
7. Food Stamp Documentation and Narration Instructions-Richard Trujillo handed out Transmittal 01-01 Subject: QC Case File Documentation and Narration. The transmittal instructs all staff on the proper narration and documentation that must be in each food stamp QC case review. A group consisting of both county and state staff met over several months to develop the requirements outlined in the transmittal. These requirements were approved by FNS. Richard thanked the members of the group: Donna Laird, Pam Neely, Hopie Rios, Murietta Jubert, Ron Morgan, Earl Davis, and Michael Bowman-Jones. A copy of the transmittal is on the Taskforce web site.
8. Regional Reports-Evalyn Epps and Gerry Greer provided the report from the meeting the day before. They requested that the rolling error report be handed out at the regional meeting instead of the PMC meeting. In addition, a request for an organization chart for the State was requested. Due to reorganizations, transfers and retirements the counties did not have an updated organization chart identifying staff and units.
9. CalWORKs Report and Questions-Warren Ghens handed out the ICT form he has developed and asked the counties to provide him with input. He will finalize the form and distribute for statewide use.
10. Food Stamps Report and Questions-Michael Bowman-Jones handed out several handouts.
11. FNS report-Lisa Kim on a conference call asked for assistance from the counties in getting any backlog of sub sample case requests. Unless FNS completes their review of California cases in time a penalty could be imposed. Hector will get Sue and Judy to reconcile their lists with FNS of what has not been received and forward to the appropriate counties. Lisa stated that mailbags had been ordered and as soon as they were inventoried by FNS they would be distributed to the counties for use in sending the sub sample requests. Lisa indicated that her staff is reviewing a draft letter that Hector had submitted covering the sub sample process which would include what FNS needs. One item under consideration was to eliminate the need for the Income Maintenance/Certification file. Lisa and Hector expect to finalize the letter for next PMC meeting in February.
12. WTW report-Karen Kennedy responded to questions from the PMC supervisors. The PMC supervisors wanted to know when data results from the WTW 30 sample would be released. Karen indicated that at the present time the CDSS did not have any plans to publish any statewide data results. The supervisors expressed their concern and discussion followed as to the merits of not releasing reports.
13. Next Meeting- February 14, 2001